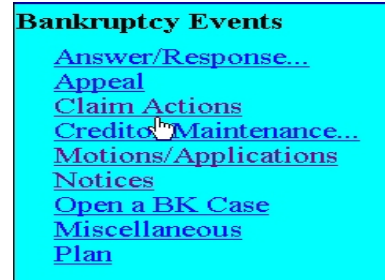
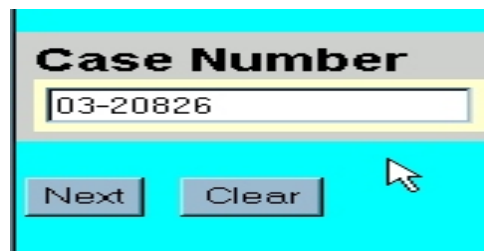


## Filing a Notice of Assignment of Claim

**STEP 1** Select **Bankruptcy** from the **Main Menu**, then click on the **File Claims** hypertext link from the *Bankruptcy* menu.

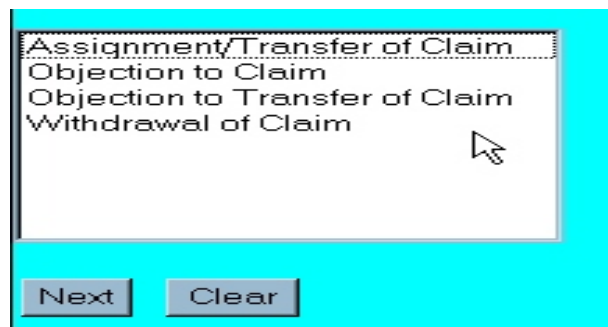


**STEP 2** The **Case Number** screen displays..



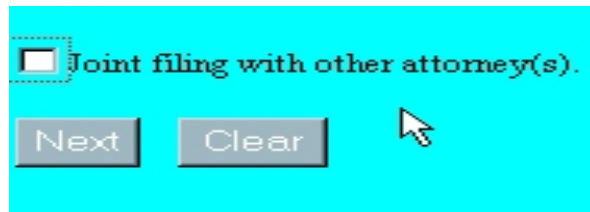
- ◆ **Case Number** - enter *Case Number* (include hyphen).
- ◆ Click on the **Next** button.

**STEP 3** A list of the type of **claim actions** displays.



- ◆ Highlight **Assignment/Transfer of Claim**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



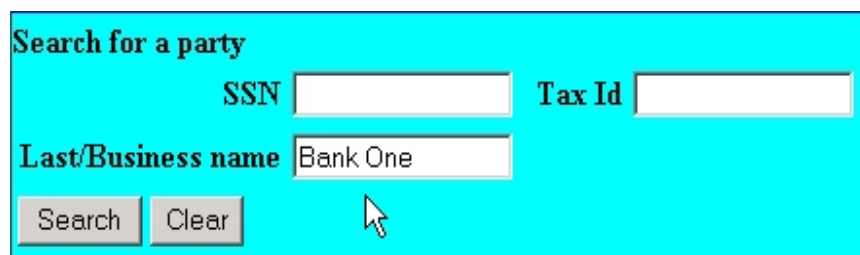
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



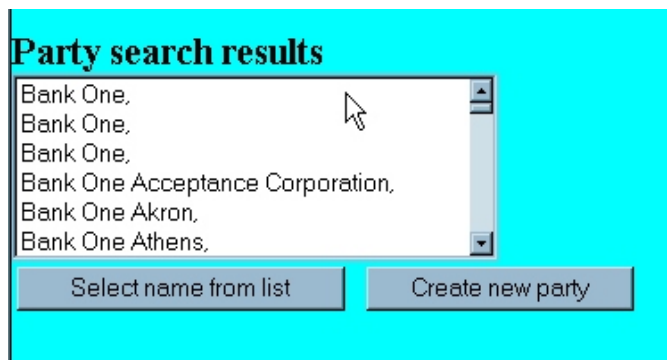
- ◆ If the party's name appears, click on the party's name and skip to **Step 10**;
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

**STEP 6** The **Search for a party** screen displays.



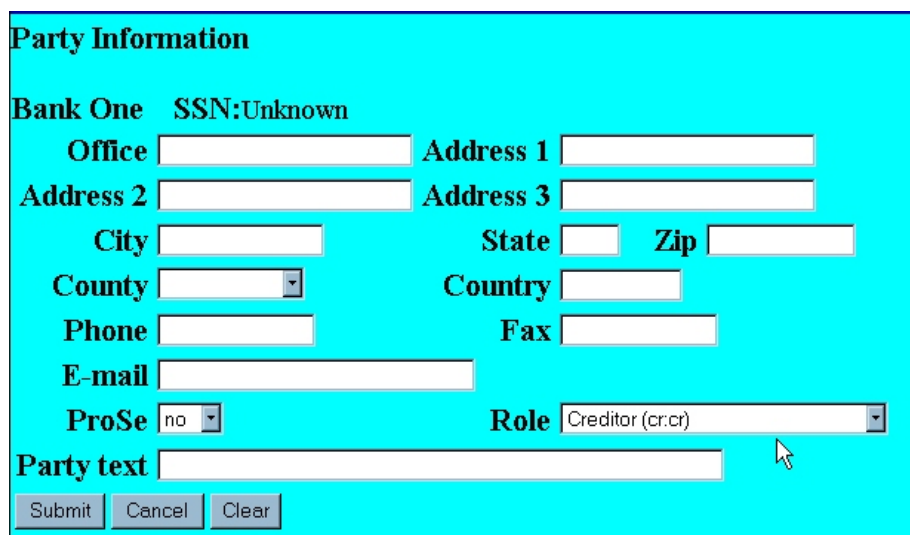
- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

**STEP 7** The **Party search results** screen displays.



- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
- ◆ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

**STEP 8** The **Party Information** screen displays.



- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.


**STEP 9** If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

**Party Information**

<b>Last name</b>	<input type="text" value="Bank One"/>	<b>First name</b>	<input type="text"/>
<b>Middle name</b>	<input type="text"/>	<b>Generation</b>	<input type="text"/>
<b>SSN</b>	<input type="text" value="222-11-1234"/>	<b>Tax ID</b>	<input type="text"/>
<b>Office</b>	<input type="text"/>	<b>Address 1</b>	<input type="text"/>
<b>Address 2</b>	<input type="text"/>	<b>Address 3</b>	<input type="text"/>
<b>City</b>	<input type="text"/>	<b>State</b>	<input type="text"/>
<b>County</b>	<input type="text"/>	<b>Zip</b>	<input type="text"/>
<b>Country</b>	<input type="text"/>	<b>Country</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>
<b>E-mail</b>	<input type="text"/>		
<b>ProSe</b>	<input type="text" value="no"/>	<b>Role</b>	<input type="text" value="blank (blank:)"/>
<b>Party text</b>	<input type="text"/>		

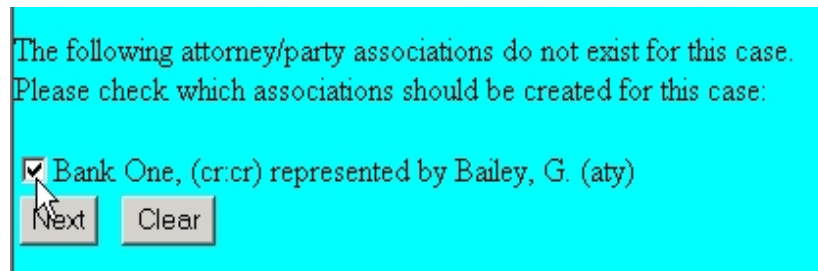
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

**STEP 10** The **Select the Party:** screen displays with your party highlighted.



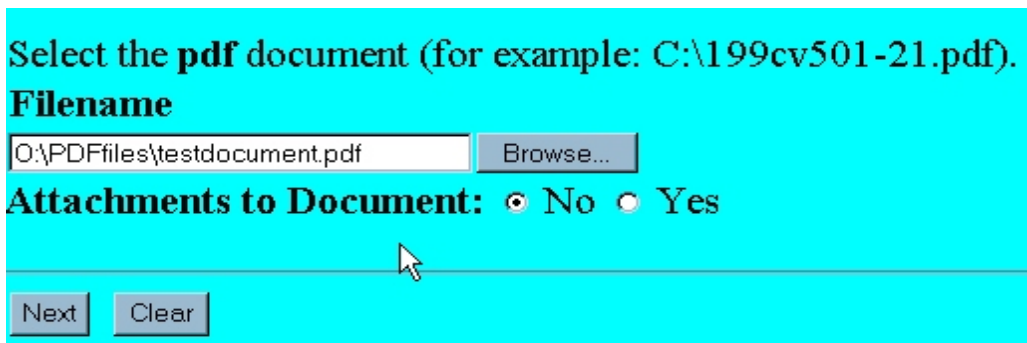
- ◆ Click on the **Next** button to continue.

**STEP 11** Check the box to associate you as the attorney for the party selected/added. This screen will not display if the association has previously been made.



- ◆ Click **Next** to continue.

**STEP 12** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ **Attachments to Document:** Click on the **Yes** radio button if you have attachment, click on the **No** radio button if there are no attachments.
- ◆ Click on the **Next** button.

**STEP 13** A screen requesting claim information displays.

Transfer Type <input checked="" type="radio"/> 3001 (e) 1 <input type="radio"/> 3001 (e) 2 <input type="radio"/> 3001 (e) 3 <input type="radio"/> 3001 (e) 4			
Transferred To:	<input type="text" value="Sallie Mae Servicing"/>		
Transferred From:	<input type="text" value="Bank One"/>		
Claim Number:	<input type="text" value="8"/>	Amount: \$	<input type="text" value="14,300"/>
Transferred From:	<input type="text"/>		
Claim Number:	<input type="text"/>	Amount: \$	<input type="text"/>
Transferred From:	<input type="text"/>		
Claim Number:	<input type="text"/>	Amount: \$	<input type="text"/>
Transferred From:	<input type="text"/>		
Claim Number:	<input type="text"/>	Amount: \$	<input type="text"/>

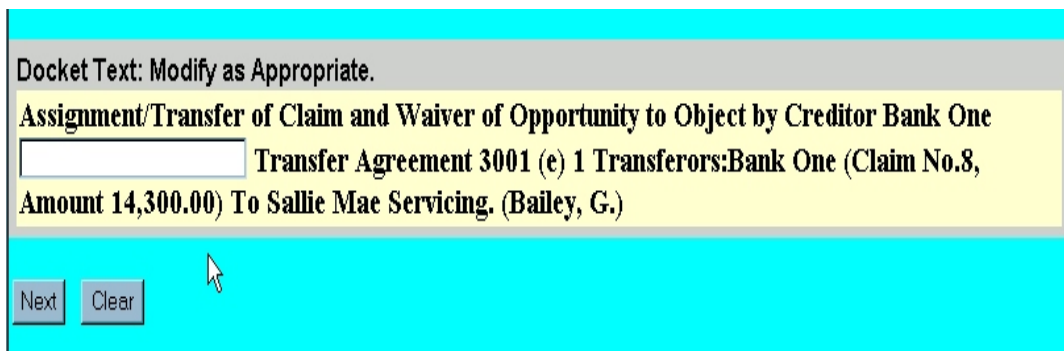
- ◆ Click on the appropriate **Transfer Type** radio button.
- ◆ Type in who claim is being **Transferred To**, **Transferred From**, the **Amount** of the claim and the **Claim Number** for each claim transferred.
- ◆ Scroll down page and click on the **Next** button.

**STEP 14** A **Reminder** screen displays. (contact a Case Administrator)

<b>Reminder: Note Assignment on Claims Register!</b>	
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

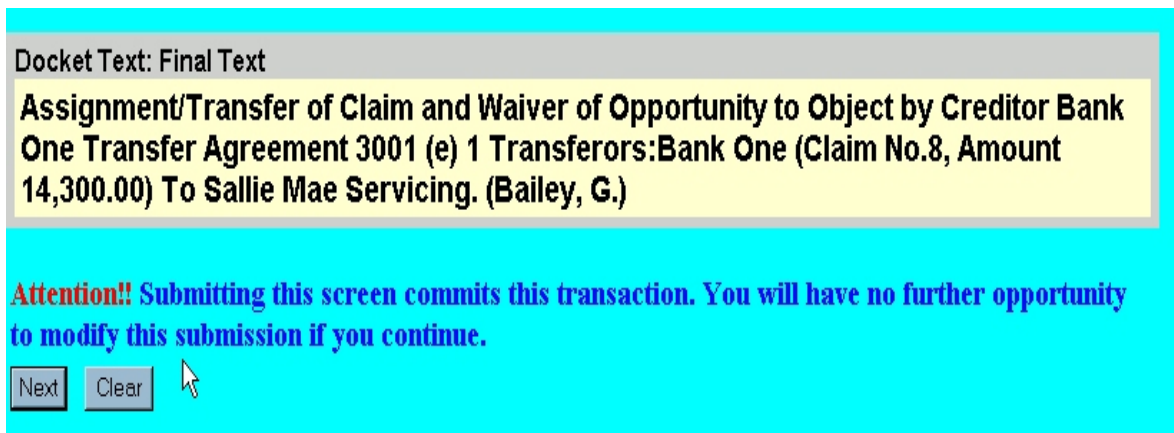
- ◆ Click on the **Next** button.

**STEP 15** The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add text in the box provided if needed.
- ◆ Click on the **Next** button.

**STEP 16** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 17** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

**Notice of Electronic Filing**

The following transaction was received from Bailey, G. J. entered on 2/26/2004 at 4:04 PM EST and filed on 2/26/2004

**Case Name:** Mary Jane Smith

**Case Number:** [2:03-bk-20836](#)

**Document Number:** 8

**Docket Text:**

Assignment/Transfer of Claim and Waiver of Opportunity to Object by Creditor Bank One Transfer Agreement 3001 (e) 1 Transferors Bank One (Claim No.8, Amount 14,300.00) To Sallie Mae Servicing. (Bailey, G.)

The following document(s) are associated with this transaction:

**Document description:** Main Document

**Original filename:** O:\PDFfiles\testdocument.pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=1019576470 [Date=2/26/2004] [FileNumber=12008-0]

[2ff239590762ea1681937dc03ff8b066794a6ed2b46da4a62fa1cdc0a44566b382bf1

b8da81f5ae184885624d8f0a962e7253e9b71a299368f976402ef794652]]

**2:03-bk-20836 Notice will be electronically mailed to:**

G. J. Bailey atygjb@attorneymail.com, mysecretary@attorneymail.com, myparalegal@attorneymail.com

**2:03-bk-20836 Notice will not be electronically mailed to:**